

ADMINISTRATIVE - INTERNAL USE ONLY

13 October 1987

MEMORANDUM FOR: Office of the Director of Logistics  
Chief, New Building Project Office, OL  
Chief, Personnel and Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Facilities Management Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL  
Chief, Budget and Fiscal Branch, OL  
Chief, OC-OL Information Services Center

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FROM:

Chief, Information and Management Support  
Staff, OL

SUBJECT: Required Regulatory Readings

REFERENCE: LI 7-1-46 dtd October 1986

1. The referenced Logistics Instruction contains selected Agency and Office of Logistics (OL) regulations with which OL employees must be familiar. This LI requires that those issuances be circulated semiannually, each April and October, to all employees in the Office of Logistics.

2. In line with this procedure, you should ensure that all employees within your staff, division, or branch have read and understand the contents thereof and certify that they have done so by signing their full names on a routing sheet attached to these regulations. Then forward to the Information and Management Support Staff a Routing and Record Sheet (Form 610) stating your compliance with this requirement (it is not necessary to send the routing sheet containing the signatures).

3. The referent LI 7-1-46 should be included in the package of regulations circulated for review.

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Distribution:

- 1-15 - Addressee
- 16 - OL Files
- 17 - IMSS Official
- 18 - IMSS Chrono

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OL/IMSS/JS:bp (13 Oct 87)